

Dated:18/01/2021

To,
Suman Kumar,
C/O Centurion University of Technology & Management

Sub: Offer Letter

Dear Suman Kumar,

This is with reference to the Virtual Campus Interview held on **12th January 2021**, organized by **Centurion University of Technology & Management, Bhubaneswar**; we are pleased to appoint you as "**Trainee Engineer**" in our organization on the following terms & conditions.

You are required to join us latest by **1st February 2021**, beyond which this offer stands cancelled unless otherwise either party communicates the said delay beforehand.

1. The training period will be for a period of three months from the date of your joining. On completion of your training period, subject to your performance the Company may offer you permanent employment.
2. During the training period you will be paid stipend of **INR 10,000/-** (Rupees Ten Thousand Only) per month.
3. After completion of training period your detailed appointment letter will be issued with the pay scale discussed and agreed at the time of interview.
4. Your employment will be governed by the service rules of the company in force from time to time. You will abide to the rules and regulation of the company, which can be changed as deemed fit by the management.
5. The organization views compensation details to be highly confidential and the same is expected from you.
6. You are required to submit following documents to fulfill pre joining formalities on or before **1st February 2021**.
 - a. 4 Passport Size Photos
 - b. Photo copy of ID Proof and Residence Proof self (Aadhar Card, Pan Card), parents Aadhar card xerox copies.
 - c. Photo copy of academic certificates – 10th to Highest qualification
 - d. Resignation Acceptance letter of previous employment if applicable
 - e. Previous Employment proofs (Experience letter, relieving letter) if applicable
 - f. Last 3 Months pay slips and bank statement if applicable

We are very happy to have you join our growing team and look forward to a long and mutually beneficial association. If this employment offer is acceptable to you, please sign a copy of this letter and return it to us by **22nd January 2021**.

Warm Regards,
For T&AS Designtech Services Pvt. Ltd.


Rahul Reddy Alledhulla
HR Manager


I accept the above mentioned employment offer and acknowledge receiving a copy of the same.

Signature _____

Name _____

Date _____